



CANNON BUILDING  
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STATE OF DELAWARE  
**DEPARTMENT OF STATE**

DIVISION OF PROFESSIONAL REGULATION

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<b>PUBLIC MEETING MINUTES:</b>	<b>REAL ESTATE EDUCATION COMMITTEE</b>
<b>MEETING DATE AND TIME:</b>	<b>Thursday, August 4, 2011 at 9:30 a.m.</b>
<b>PLACE:</b>	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room A</b>
<b>MINUTES APPROVED</b>	08/04/2011

**MEMBERS PRESENT**

Tim Riale, Sussex County, Professional Member, Chairperson  
Doug Doyle, Kent County, Professional Member, Vice Chairperson  
Danielle Benson, New Castle County, Professional Member  
Tom Burns, Kent County, Professional Member  
Karen Hamilton, Sussex County, Professional Member  
Donna Klimowicz, New Castle County, Professional Member  
John Tarburton, Sussex County, Public Member

**MEMBERS ABSENT**

Dee Hake DeMolen, Kent County, Professional Member  
Tammy Reagan, Sussex County, Professional Member  
Elaine Woerner, New Castle County, Professional Member

**DIVISION STAFF**

Jessica Williams, Administrative Specialist II

**ALSO PRESENT**

Regina Lundeen, DAR

**CALL TO ORDER**

Mr. Riale called the meeting to order at 9:45 a.m.

**REVIEW OF MINUTES**

A motion was made by Ms. Benson, seconded by Ms. Klimowicz, to approve the July 7, 2011 minutes as presented. Motion unanimously carried.

**UNFINISHED BUSINESS**

Mr. Riale informed the Committee that the Commission requested more details in regards to the proposed protocol for negative course evaluations. The Commission would like to see a more quantitative protocol. Ms. Williams will draft revisions to the evaluations and present them during the September meeting. The Committee has not determined what an acceptable percentage would be for course evaluations. Ultimately, this item was tabled for further discussion upon reviewing the proposed evaluations.

Continued Discussion Regarding Inactive Licensees and Online Courses

This item was tabled until the September meeting.

Continued Discussion Regarding Correspondence Received from Denise Tatman, DAR

This item was tabled until the September meeting.

Update from the Commission – Mr. Riale

Mr. Riale informed the Committee that the Commission has assigned them with revising the 99 hour pre-licensing course. He also stated that the Commission overturned their previous denial for a Ward and Taylor course, in which the letter of intent was submitted two days before the course was to be held. The letter from Ward and Taylor was read to the Committee, and Mr. Riale stated that he believes a letter from the Committee needs to be sent to the Commission regarding the circumstances of the denial. Mr. Tarburton volunteered to draft the letter. Mr. Riale also stated that the Commission has re-assigned the Canon of Ethics project to Mr. White.

**NEW BUSINESS**

Review of Letters of Intent and Course Evaluations

A motion was made by Mr. Burns, seconded by Ms. Hamilton, to accept the letters of intent and all course evaluations as submitted. Motion unanimously carried.

Review of Course Provider Applications

A motion was made by Mr. Burns, seconded by Ms. Hamilton, to recommend to the Real Estate Commission approval, denial or tabling of the following items as noted below. Motion unanimously carried.

Course Provider: Omega Real Estate School

Course Title: NAR Code of Ethics Training  
Credit Hours: 3.0

Course Title: Sales Licensees Core Course  
Credit Hours: 3.0

Course Title: Legislative Issues  
Credit Hours: 3.0

Course Provider: Sussex County Association of Realtors

Course Title: Smart Growth  
Credit Hours: 3.0

Course Provider: Association of Realtors School

Course Title: Understanding Real Estate Taxes and the Appeal Process  
Credit Hours: 3.0

A motion was made by Ms. Hamilton, seconded by Mr. Burns, to recommend to the Real Estate Commission approval, denial or tabling of the following items as noted below. Motion unanimously carried.

Course Provider: Association of Realtors School

Course Title: Residential Construction      **Denied**  
Credit Hours: 30.0

A motion was made by Mr. Tarburton, seconded by Ms. Klimowicz, to recommend to the Real Estate Commission approval, denial or tabling of the following items as noted below. Motion unanimously carried.

Course Provider: Association of Realtors School

Course Title: Real Estate Sales      **Denied**  
Credit Hours: 30.0

A motion was made by Mr. Burns, seconded by Ms. Hamilton, to recommend to the Real Estate Commission approval, denial or tabling of the following items as noted below. Motion unanimously carried.

Course Provider: McKissock, LP

Course Title: Closing Procedures and Settlement Costs  
Credit Hours: 6.0

Course Provider: Kent County School of Real Estate

Course Title: Real Estate Pre-Licensing Course  
Credit Hours: 99.0

Course Provider: New Castle County Board of Realtors

Course Title: NCCBOR 99 Hour Pre-Licensing Course  
Credit Hours: 99.0

Course Provider: Central Delaware Real Estate Academy

Course Title: Salesperson Core Course  
Credit Hours: 3.0

Course Title: Brokers Core Course  
Credit Hours: 6.0

Course Title: Brokers Licensing Course  
Credit Hours: 60.0

Course Title: Pre-Licensing Course  
Credit Hours: 99.0

A motion was made by Mr. Burns, seconded by Ms. Hamilton, to recommend to the Real Estate Commission approval, denial or tabling of the following items as noted below. Motion unanimously carried.

Course Provider: Central Delaware Real Estate Academy

Credit Hours: 3.0

Credit Hours: 3.0

Jason Giles – *Approved*

Continuing Education: Salesperson Core Course, Broker Core Course, Professional Enhancement: Agent Etiquette, Agency Relationships/Responsibilities, Code of Ethics, Professional Standards  
Pre-Licensing Course: Orientation, Real Estate Sales

Sal Sedita – **Approved**

Continuing Education: Salesperson Core Course, Broker Core Course, Professional Enhancement: Agent Etiquette, Fair Housing Law, Real Estate Ethics or Professional Standards, Agency Relationships and Responsibilities

Pre-Licensing Course: Orientation, Real Estate Sales

Broker's Course: Brokerage, Valuing Real Property, Ethics, Real Estate Investment

Elizabeth Schilling – **Approved**

Continuing Education: Professional Enhancement: Smart Growth for the 21<sup>st</sup> Century

Ruth King – **Approved**

Continuing Education: Legislative Update, NAR Ethics

Broker's Course: Ethics

Dee Hake DeMolen – **Approved**

Continuing Education: Legislative Update, Salesperson Core Course, Broker Core Course, Delaware Real Estate Commission Property Management Courses  
Professional Enhancement: Contract Writing, Real Estate Ethics, Buyer Mastery, Seller Mastery, Buyer Consultation, Listing Presentation, Lead Generation, Short Sales, Foreclosures, REO's, Professional Standards, CIS and other forms, Modules 1-7, Camp 4-4-3, Upcalls, Do Not Call, Risk

Pre-Licensing Course: Orientation, Real Estate Sales, Real Estate Mathematics

Broker's Course: Brokerage, Real Estate Documents, Valuing Real Property, Financing, Ethics, Real Estate Investment, Mathematics

Robert Whetzel – **Approved**

Continuing Education: Legislative Update, Professional Enhancement: Environmental Issues in Real Estate Transactions

Pre-Licensing Course: Real Estate Law

Broker's Course: Legal and Governmental Aspects of Real Estate

Kennedy William Scott – **Approved**

Continuing Education: Legislative Update, Salesperson Core Course, Broker Core Course, Delaware Real Estate Commission Property Management Courses,  
Professional Enhancement: Any Law Related Courses

Pre-Licensing: Real Estate Law

Broker's Course: Real Estate Documents, Legal and Governmental Aspects of Real Estate

A motion was made by Ms. Hamilton, seconded by Mr. Burns, to recommend to the Real Estate Commission approval, denial or tabling of the following items as noted below. Motion unanimously carried.

**Mark Holloway - *Approved to Teach Requested Courses Except for Legislative Update***

Continuing Education: Legislative Update, Salesperson Core Course, Professional Enhancement: Real Estate Ethics or Professional Standards, Agency Relationship – Responsibilities, Professional Enhancement for Practicing Licensees

Pre-Licensing Course: Orientation, Real Estate Sales, Real Estate Mathematics

A motion was made by Ms. Hamilton, seconded by Mr. Burns, to recommend to the Real Estate Commission approval, denial or tabling of the following items as noted below. Motion carried with Ms. DeMolen opposed and Ms. Regan abstaining.

**Brandon Brittingham – *Denied (Does Not Have 5 Years Experience)***

Continuing Education: Professional Enhancement: Mastering the Art of the Short Sale, REO, Social Media

A motion was made by Ms. Reagan, seconded by Ms. Woerner, to recommend to the Real Estate Commission approval, denial or tabling of the following items as noted below. Motion unanimously carried.

**Brenda Kasuva – *Approved to Teach E-Pro Only***

Continuing Education: Legislative Update, Salesperson Core Course, Professional Enhancement: E-Pro

Pre-Licensing Course: Real Estate Sales

**Correspondence**

**Review Request for Approval of Educational Activities for Commission Members**

The Committee reviewed the request submitted by Mr. Allamong, on behalf of the Commission members. No action was taken, due to the fact that the Commission approved in March 2010 that Commission and Committee members can receive one hour of continuing education credits in any area for each meeting they attend. A motion was made by Mr. Doyle, seconded by Ms. Hamilton, to take no action on this item. Motion unanimously carried.

**Other Business Before the Committee** (for discussion only)

Mr. Burns raised the question about all of the subcommittee members who participated in meetings and did not receive any continuing education credits for that. It was decided that if the subcommittee members wished to obtain continuing education credits, they could submit a request.

Ms. Williams informed the Committee that the reason they did not see “Topics for Annual Seminar” on the agenda is because the Commission has decided that the topics will be Agency, Update on the Statute Revisions, and Consumer Protection.

Ms. Woerner informed the Committee that she will not be in attendance for the August meeting.

Mr. Riale asked that the Committee review the core modules one last time, for any typographical or grammatical errors. Ms. Williams will be sending the modules via e-mail by the end of business today. If there are any errors, they will be discussed during the August meeting and Mr. Riale will request a slight modification

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to the approved courses to the Commission. Mr. Riale stated that Ms. Kalvinsky is working on the training course in which instructors will attend.

**Public Comment**

There was no public comment.

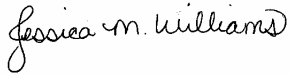
**Next Scheduled Meeting**

The next meeting will be held on Thursday, August 4, 2011 at 9:30 a.m. in Conference Room A, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

**Adjournment**

There being no further business, Ms. Reagan made a motion, seconded by Ms. Woerner, to adjourn the meeting. Motion unanimously carried. The meeting adjourned at 11:50 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jessica M. Williams".

Jessica M. Williams  
Administrative Specialist II